



APPLICATION FOR RECORDS RETENTION SCHEDULE

502 28-02

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 2/4/85	Application Number 126		Application Number 79-14-A	Date Received FEB 28 1985
		Georgia Ports Authority ContainerPort Terminal Post Office Box 2406 Savannah, Georgia 31402	Date Completed JUL 18 1985	
2. Person to Contact Joan Mahaney		Working Title ContainerPort Office Manager	Telephone Number (912) 964-3859	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-14 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1981		5. Records Series Title (followed by title used in office, if different) Custom Release File		
Latest To Date				
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The ContainerPort Office maintains liaison with all segments of shipping industry; regularly deals with shipping companies, agents, customs, truck lines, etc., to resolve problems detrimental to the flow of operations; receives complaints and suggestions from these groups, analyzes them and determines action to be taken. Keeps customers apprised of upcoming procedural changes, improvements and new construction.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining a record of containers to be drayed to U. S. Customs by the G.P.A. Included are: U. S. Customs Releases, Requests for Inspection, U.S.D.A. Hold Sheets, U.S.D.A. Releases. File is arranged: Alphabetically by vessel name.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>25</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>Upon Request</u>				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>24</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Authority Rules to protect competitive data relating to shipping lines
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long Term Research Value
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? U.S. Customs has original Release Form
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 7 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files are in support of ship files which are maintained seven years.

(Seven-year retention recommended by GPA attorney)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

PAPER FILES

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ month _____ then,

- ☒ Hold in the current files area _____ 6 _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ 6 1/2 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

MICROFICHE FILES - Hold in current files area until no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	2/25/85		2/25/85

State Records Committee (Signature)	Date
State Auditor/Designee	5/29/85
Secretary of State/Designee	5/24/85
Attorney General/Designee	7/1/85

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

4388-38
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DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

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FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date			Application Number	
1-09-79		Georgia Ports Authority Operations Division, Container Central Post Office Box 2406 Savannah, Georgia 31402	79-14	
Application Number			Date Received	Date Completed
53			JAN 19 1979	FEB 16 1979
2. Person to Contact		Working Title	Telephone Number	
Pat Ward		Container Central Manager	964-1721, # 343	
3. Action Requested				
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)		
Earliest	Latest			
1978	To Date	Customs Pull Sheet File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?				
The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.				
The Container Central Manager is responsible for the overall operation of the Container Central complex and Field Division. Engages in a variety of planning activities, analyzes ship schedules, container volume, growth, recommends construction, sets internal operating procedures, maintains liaison with all segments of shipping industry.				
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:		maintaining a record of containers to be drayed to U.S. Customs by the G.P.A.		
included are:		Pull sheets.		
File is arranged:		Chronological; then alphabetically by shipping line.		
8. Monthly Reference Rate		How often are records referred to which are:		
One to six months old <u>2</u> ;		Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ;		
twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 legal box</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? Customs
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Customs
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? In portion

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>CS Sted</i>	11/2/79	<i>Carol Thompson</i>	1-9-79

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	2-15-79
Secretary of State/Designee	<i>Carroll Hart</i>	2-13-79
Attorney General/Designee	<i>W. H. Shell</i>	2-15-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)